



JOB DESCRIPTION

Department:	Education and Training
Job title:	ESOL tutor
Working Hours:	10 hours per week Term time-only, 10 hours per week, term time only 36 weeks Permanent position Starting 5 th January 2027 Tuesday 9.30-12.00, 12.30-15.00; Thursday 9.30-12.00, 12.30-15.00
Rate of pay:	£25.19 per hour
Reports to:	Director of Training and Youth
Location:	The Renewal Programme, 395 High Street North, London E12 6PG

About the Renewal Programme

For over 50 years, The Renewal Programme has been supporting people across Newham who face multiple and complex challenges, reaching more than 5000 people per year.

Our work supports people from all walks of life, including young carers who need wellbeing support, migrants and refugees without access to public funds, people experiencing homelessness or financial hardship, individuals who face barriers to education and learning, and older people who may struggle to access services because of language barriers. Through our support, people can access the advice, opportunities and services they need to build confidence, overcome challenges and improve their lives. As part of The Renewal Programme, you will join a friendly, supportive and inclusive team within a respected Newham charity with a long-standing commitment to strengthening local communities. We are dedicated to creating a workplace where everyone feels valued, respected and supported to reach their potential.

In return, we offer ongoing training and professional development, access to an Employee Assistance

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Programme, and the opportunity to work alongside passionate colleagues in an organisation where your contribution can make a meaningful difference every day.

If you are passionate about teaching, supporting people facing disadvantage, and creating opportunities that enable individuals and communities to thrive, we would love to hear from you.

Our vision

Our vision is of vibrant and integrated Newham communities where everyone has access to suitable jobs, homes, health and education.

Our mission

Our mission is to stand alongside those who struggle by inspiring hope and offering opportunities for connection, growth and progress.

Our values

DIGNITY - Treating everyone with kindness and respect.

INCLUSION - A community where everyone belongs.

COLLABORATION - Working together to achieve more.

EMPOWERMENT - Co-creating opportunities for positive change.

About the Project

Renewal Programme Training and Education is a Voluntary Sector, community-based provider of ESOL and Information Technology Courses are offered at a range of levels. We are well known in the community and have an excellent reputation for teaching and learning. Our provision is Ofsted monitored.

Job Aim:

To provide high quality, relevant learning opportunities which enable adult learners to maximise their educational, vocational, and personal development potential and fulfil their aspirations and goals.

Duties and Responsibilities

- Plan and deliver high-quality, inclusive English lessons using learner-centred approaches.
- Assess and monitor learner progress, provide feedback, and maintain ILPs and records.
- Prepare lesson plans, Schemes of Work, assessments, and required documentation.
- Support learner induction, identify individual needs, and promote learner welfare and

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safeguarding.

- Contribute to curriculum development, quality assurance, and continuous improvement.
- Ensure compliance with organisational, awarding body, and regulatory requirements.
- Maintain accurate records and meet deadlines for assessment, marking, and administration.
- Maintain current subject knowledge through professional development.
- Contribute to outreach, promotional activities, staff development, and organisational objectives.

General Responsibilities

- Always adhere to the Renewal Programme's Policies and Procedures. In particular, maintain records according to the Confidentiality and Data Protection Policy and uphold the Renewal Programme's Equal Opportunities Policy of anti-discriminatory practices across all services.
- Adhere to Health and Safety and Safeguarding regulations and policies.
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- The post holder will be expected to carry out other duties consistent with the responsibilities of the post as may be reasonably requested from time to time and demonstrate flexibility in all areas of their work.
- Participate in regular supervision sessions with the Director of Training and Youth

Person Specification

Essential

- Certificate in Teaching English to Speakers of Other Languages (CELTA)
- Teaching diverse groups of adults
- Excellent organisational skills, able to effectively administer own time and prioritise workload.
- Excellent knowledge of using outlook, WORD
- Previous experience of teaching ESOL to adult learners
- Excellent communication and interpersonal skills – able to engage with learners and other colleagues.
- Able to express self clearly in writing and verbally and act with authority/confidence
- Able to design and implement Schemes of Work, lesson plans and ILP
- Able to design and produce lesson and teaching materials